

The Indiana Department of Correction

presents



New Employee Orientation: Public and Media Relations

Performance Objectives

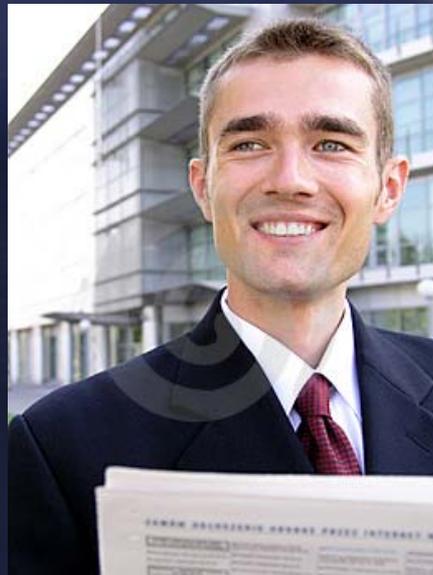
- **Identify who is responsible for media statements and press releases.**
- **Identify steps to request approval to make public speeches or presentations.**

Media Information

- **The Facility Head or Public Information Officer shall oversee the release of information concerning the facility to the media/press.**
- **Staff shall immediately refer all media/press inquiries to the Facility Head or Public Information Officer for comment or release of information.**

Media Information

Staff are not to make public comments or statements to the media as representatives of the department without the approval of the Facility Head.



Staff Speeches and Public Appearances

Staff contacted to make speeches to members of the public shall:

- ✓ Contact his/her immediate supervisor, if approved;
- ✓ Contact the Facility Head or the Public Information Officer (PIO).

Staff Speeches

- Staff shall refrain from commenting on departmental policies or future planning.
- Staff shall ensure that they do not share confidential information.
- If questions are asked that staff cannot answer, the staff must defer the question to appropriate staff.

Staff Speeches

If the staff is asked to give an opinion, the staff person shall state that his/her response is a personal opinion and that it is not necessarily the position of the department.

Staff Speeches

After making a public speech or presentation, the staff person shall advise his/her supervisor of the results of the speech/presentation.



Staff Speeches

- **Staff shall avoid saying anything controversial or potentially damaging during speeches.**
- **If it is discovered that staff discussed anything controversial or potentially damaging to the facility or department, it shall be reported to the Facility Head or the Public Information Officer as soon as possible.**

You have now completed *New Employee Orientation: Public and Media Relations* module.

Please advance to the next module.

